

Career Skills List

There is a big difference between a job and a career. Who will you be – a person with a job or a professional with a career? It depends on your skills, abilities, qualifications, and ambitions.



01

Self-management Skills

- self-confidence
 - stress management skills
 - self-motivation
- These are some of the most powerful forces that drive you to do things, to learn and to develop your potential.

02

Communication Skills

- listening skills
- body language (eye contact, gestures with hands and arms)
- verbal and written communications
- being positive and patient
- being respectful and confident
- friendliness
- empathy
- respect
- feedback

03

Decision-Making Skills

- the ability to gather and select information
- finding possible options and solutions
- selecting the best option
- analysis skills and ability to evaluate your plans

04

Team Building Skills

- active listening and care for others
- collaborative skills
- building confidence
- patience
- support
- commitment
- helpfulness
- honesty

05

Leadership Skills

- proactive
- the abilities to inspire and motivate
- organizing skills
- being confident
- analytical skills
- conflict resolution skills
- delegation
- goal setting
- the ability to innovate
- planning

06

Interpersonal Skills

- self-control and self-confidence
- listening skills
- manners
- social awareness
- responsibility and accountability
- assertiveness
- diplomacy
- flexibility

07

Time Management Skills

- prioritize your goals
- create a schedule
- use optimization tools
- make lists
- break large tasks into smaller tasks
- balance work and leisure

08

Negotiation Skills

- listening skills
- analytical Skills
- be professional and control your emotions
- be patient and respect the other side
- persuasive skills

09

Creativity and creative thinking

- create new ideas and to turn them into reality
- innovation skills
- desire to learn and improve

Optimistic and Positive Thinking